



## MULTIFAMILY SPECIALIST

**Division:** Multifamily Development

**Reports to:** Assistant Director

**Location:** Nashville, TN

**Full-time/Part-time:** Full time

**Salary Grade:** 26

**Salary Range:** \$2,742 -- \$4,387

**Position Summary:** Responsible for assisting with the administration of the Low-Income Housing Tax Credit and Multifamily Tax-Exempt Bond Authority programs.

### Examples of Duties and Responsibilities:

- Assists with the processing of applications.
- Maintains computer reports for entering and compiling data from applications.
- Updates allocations and processes documents.
- Updates files and ensures proper documentation.
- Disseminates current information to interested parties or groups through telephone and written contacts.
- Maintains contact with government officials, developers, profit and non-profit organizations, and other interested parties in order to keep abreast of market conditions.
- Attends seminars, conferences and meetings.
- Assists other managers and professionals in the organization, especially interacting with the Compliance Division.
- Handles administrative and clerical tasks to include: filing, copying, mail-outs, proofreading, editing, data entry, updates to web site, maintaining electronic mailing lists, and verifying accuracy of various reports and data.

### MINIMUM QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Education and Experience:

- High school education.
- Two – four years experience in developing, lending, or accounting as related to the housing industry.
- Associate's Degree in business, finance or related fields is desirable and may substitute for two of the four years experience requirement.
- Valid driver's license for state in which performing duties.

**Knowledge and Abilities:**

- Ability to handle complex issues and programs.
- Ability to read and understand regulations, laws, agreements and organizational materials.
- Computer literate.
- Proficient in Microsoft Excel and Word.
- Self motivated.
- Highly organized.
- Highly accurate in working with complex issues and materials.
- Self sufficient.
- Ability to interact with the public and other governmental agencies in a responsible and professional manner.

Please submit cover letter of interest and resume by March 28, 2007 to:

Human Resources Division  
Tennessee Housing Development Agency  
404 James Robertson Parkway  
Suite 1114 - Box MFS  
Nashville, TN 37243-0900

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